

TO: Mayor, Trustees, Village Attorney and Village Clerk
FROM: Village Administrator Steve Stricker and Staff
DATE: August 10, 2012
SUBJECT: Miscellaneous Memo

Concert on the Green – Friday, August 10, 7:30 p.m.

The next Concert on the Green is on Friday, August 10, at 7:30 p.m., weather permitting. The band playing is Tropixplosion (Caribbean), sponsored by MARS Chocolate North America.

Stormwater Management Committee Meeting Cancelled

The Stormwater Management Committee meeting scheduled on August 14 has been cancelled.

Plan Commission Meeting Cancelled

The Plan Commission meeting scheduled on August 20 has been cancelled.

August 27 Village Board Meeting Cancelled

Please be reminded that the August 27 Village Board meeting has been cancelled.

Veterans Memorial Committee Meeting – Wednesday, August 29, 4:00 p.m.

The next Veterans Memorial Committee meeting is scheduled on Wednesday, August 29, at 4:00 p.m.

New Employees

We have recently welcomed several new employees to our ranks – Part-Time Administration Receptionist Victoria Marek, Part-Time Public Work Administrative Secretary Pamela Child, Part-Time General Utility Worker I Timothy Jordan and Full-Time Project Engineer James Miedema. Timothy and James both started this week.

Illinois Policy Institute Transparency Project Audit of Village Website

On August 2, 2012, the Illinois Policy Institute distributed a media advisory release titled “Seven DuPage County-area governments receive high marks in online transparency audit”, a copy of which is available at the Village Hall for review. The IPI has been conducting audits of municipal websites since 2010 as part of a “Transparency Project” that uses a 10-point checklist and scoring rubric developed by the institute based on what they believe local government entities should be disclosing on their website. Compliance with IPI Transparency Project guidelines are completely voluntary.

Mayor Grasso asked Staff to evaluate the Village's website and report on what steps can be taken to improve the Village's "Transparency Project" audit score. In response, Assistant Village Administrator Lisa Scheiner prepared a comprehensive report, which is also available at the Village Hall for review. She indicates that, in some cases, IPI guidelines seem reasonable and can be easily implemented. In other cases, compliance with these guidelines would require staff time and resources that are not recommended. It is important to note that **the Village of Burr Ridge currently and historically has met or exceeded State of Illinois requirements for municipal transparency.**

If you have any questions or comments please contact me at your earliest convenience. Unless otherwise directed, I have asked Lisa to coordinate the recommended changes to the website with a deadline of September 1st for most of these items. Creation of a list of all Village fees will require additional time. Once the website has been modified the Village will send a copy of the report to the Illinois Policy Institute. Their Government Reform Director, Brian Costin, indicated that the IPI will conduct a revised audit of the Village's website upon receipt of our report and they will post their updated findings on the IPI website.

Pleasant Dale Park District Audit

An excerpt from the Pleasant Dale Park District audit relative to Park Impact Fees is available for review at the Village Hall. An annual report from the Park District is required, as per our Intergovernmental Agreement relative to Park Impact Fees. The report shows that they did not spend any Park Impact Fees during their fiscal year ending April 30, 2012. The Pleasant Dale Park District is currently in the process of making some improvements to Savoy Park and next year's report will indicate those expenditures being made during the current fiscal year (and using Park Impact Fees).

News Article – "HUB Group selects Oak Brook as new home"

As you are aware, the HUB Group has chosen Oak Brook for location of its new headquarters. An article from the Thursday, August 9, *Doings* describing the move and the fact that Oak Brook has provided the HUB Group over \$250,000 in incentives is available for review at the Village Hall.

Village Hall Board Room and Conference Room Renovation Project Update

Demolition by the Public Works Department will begin in the Board and Conference Rooms on Tuesday, August 14. The Contractor will begin work on Monday, August 20. They believe that they should have the majority of the work completed by the first week of October. At this time, we are planning to hold the September 10 and 24 Board meetings in the Police Department Community Room. It is yet to be determined if the October 8 meeting will be able to held in the Board Room.

Financial Information Reports – July 2012

The Summary of the Financial Information Reports for the month of July 2012, prepared by Finance Director Jerry Sapp and Assistant Finance Director Lynette Zurawski, is available for review at the Village Hall.

Pleasantview Fire Protection District Monthly Report

The July Monthly Report for the Pleasantview Fire Protection District is available for review at the Village Hall.

Comcast Programming and Pricing Changes

A letter from Daniel Maloney, Director of Government Affairs for Comcast, highlighting additions to the Comcast Channel line-up that will go into effect September 25, 2012, is available for review at the Village Hall.